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Supply

**SUSTAINMENT MATERIEL ACQUISITION
POLICY**

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This policy directive defines AFMC policy for processing purchase requests (PR) to acquire sustainment materiel. Sustainment materiel consists of replenishment spares (both consumable items and reparable spares), item repair, and other related services. It excludes item and system modification, research and development, test and evaluation, and system acquisitions. This policy is applicable to sustainment PRs generated at Air Logistics Centers, irrespective of where the contracting action will take place; and to sustainment PRs generated at other AFMC centers which will be submitted to Air Logistics Centers for contracting action. This policy is necessary to ensure timely, effective, and efficient processing of sustainment PRs in a consistent manner across the command.

1. The initiator of a sustainment PR is the "owner" of that requirement, and will ensure that the PR is effectively and efficiently processed. Other supporting specialists (e.g., packaging specialists, engineers, equipment specialists, etc.) are the owners of the technical requirements they define for the PR, and are responsible for accurate and timely support to the process.
2. Ideally, purchase action for sustainment materiel is initiated based on anticipated need rather than an immediate requirement. AFMC requirements computation systems consider PR and contracting lead times to produce buy notices in theoretically sufficient time to meet the need date. Subject to funds availability, PR initiators and supporting specialists will initiate and process PRs in a timely manner such that the customer's need date may be met. In order to minimize the inventory levels computed by the requirements systems, all involved persons will continually strive to minimize the total acquisition lead time for all buys.
3. Public law and numerous regulations govern the defense acquisition process. PR initiators and supporting specialists will ensure that PR packages submitted for contracting action are complete, containing

all information required by the contracting officer; and correct, containing no requirements prohibited by law or regulation.

KENNETH E. EICKMANN, Major General, USAF
Director of Logistics